Rhode Island
Behavioral Health On-Line Data (BHOLD) Service

DATA UPLOAD MANUAL

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IMPORTING RI BHOLD DATA

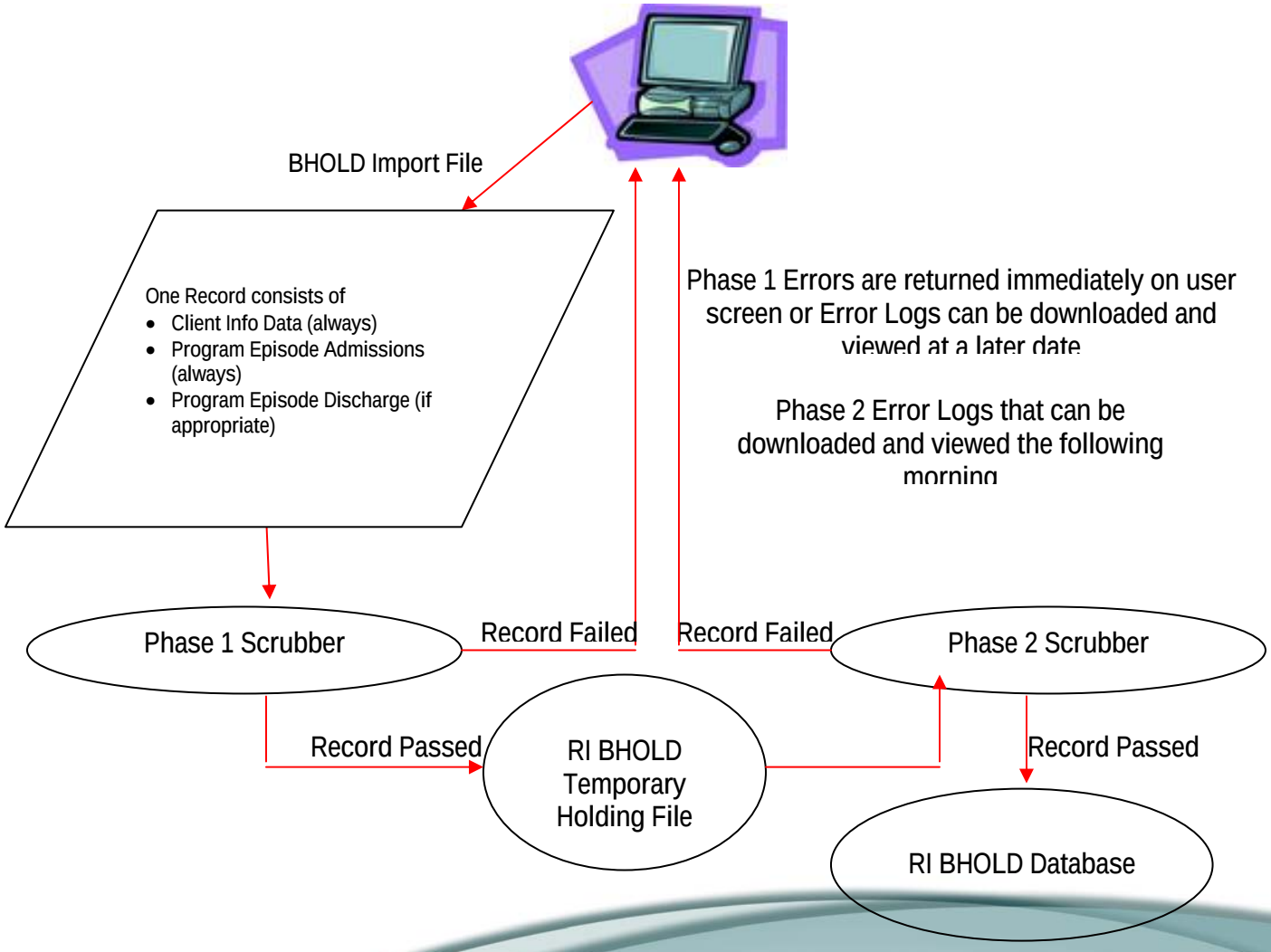
You may continue to collect data in your local systems and then import the data into RI BHOLD. There are two phases used for validation. Phase 1 validation occurs as the record is submitted and error files can be viewed on the screen or downloaded immediately. Phase 2 validations occur overnight and the error files can be downloaded the following morning. The following illustrate the validation that is occurring at each phase.

Phase 1 Scrubber Validation (immediate)

- Correct number of fields submitted
- All mandatory (required) fields have a value
- Fields formats (dates, numbers, or special formatting)

Phase 2 Scrubber Validation (overnight)

- Proper indexed values
- Business rules


BHOLD Import File
One Record consists of
Client Info Data (always)
Program Episode Admissions (always)
Program Episode Discharge (if appropriate)
Phase 1 Errors are returned immediately on user screen or Error Logs can be downloaded and viewed at a later date
Phase 2 Error Logs that can be downloaded and viewed the following morning
Phase 1 Scrubber
Record Failed
Record Failed
Phase 2 Scrubber
Record Passed
RI BHOLD Temporary Holding File
Record Passed
RI BHOLD Database

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What is a Scrubber?

A scrubber is a tool used to validate the data prior to importing. The purpose of the scrubber is to prevent bad data from being imported into the system and give immediate feedback on the problem record or records. This way you will be able to correct the problem in a timely manner. The scrubber will not permit any data table file to be imported until all records pass the scrubber's validation. The scrubber used for RI BHOLD importing will continue to grow in its intelligence and trap more errors prior to importing.

The remainder of this manual gives the detail for the import data file.

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SUMMARY IMPORT DATA FILE DESCRIPTION

BASIC CLIENT DEMOGRAPHICS	The basic demographic table is used to describe a new client. This includes information such as age, gender, race, veteran status, education and marital status. Begins with Field Name: RECNUM
ADD/UPDATE ADMISSION INFORMATION	Admissions information is what is needed to create a program episode. Admissions data is update according to the 'ACTION' column in the next table. Begins with Field Name: PID
DISCHARGE INFORMATION	Discharge information closes an episode for a client. Begins with Field Name: DISDATE

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DETAILED DATA IMPORT FILE DESCRIPTION

Behavioral Health On-Line Data (BHOLD) Incoming File Format

Name	Max Length	Type	Description	Selection
RECNUM	8	Alphanumeric	Client Record Number	
SSN	9	Num	Client Identifier (SSN)	
DOB	8	Date (YYYYMMDD)	Date of Birth	
GENDER	10	Char	Gender	• MALE • FEMALE
AMERNAT	10	Char	American Indian/Alaskan Native	• YES • NO • UNKNOWN
ASIAN	10	Char	Asian	• YES • NO • UNKNOWN
HAWPACIF	10	Char	Hawaiian/ Pacific Islander	• YES • NO • UNKNOWN
BLACK	10	Char	Black/African American	• YES • NO • UNKNOWN
WHITE	10	Char	Caucasian	• YES • NO • UNKNOWN
HISPANIC	10	Char	Hispanic	• YES • NO • UNKNOWN
VETSTAT	10	Char	Veteran Status	• ACTIVE • NOSERVICE • UNKNOWN • VETERAN
MARSTAT	10	Char	Marital Status	• NEVERMARR • NOWMARR • COHABIT • SEPARATED • DIVORCED • WIDOWED • UNKNOWN
EDUC	10	Char	Highest Level of Education	• NEVERATT • SOMEELEM • COMPLELEM

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Name	Max Length	Type	Description	Selection
				• SOMEHS • COMPLHS • BEYONDHS • COLLEGE • GRADUATE • UNKNOWN
PID	5	Alphanumeric	Provider ID	
PROGRAM	10	Char	Program Type *Note: This is a list of all available services. Providers can only bill for services they are approved for.	• CAITS • CONTACT • CSP • ERDIVERT • GOP • MHPRR • MTT • MTT2 • PSYCHOSP • PSYCSTEP • CONTINCARE • DAYTXPHP • DETOXFSM • DETOXSTEP • NARCDETOX • NARCMAINT • RESIDENTLT • RESIDENTST • SAIOP • SAOP
FTRTDATE	8	Date (YYYYMMDD)	First Treatment Date	
ADMITDATE	8	Date (YYYYMMDD)	Admission Date	
REFERSRC	10	Char	Admission Referral Source	• SELF • MHPROVIDER • SAPROVIDER • HCPROVIDER • HOSPITALER • SOCSERV • SHELTER • SCHOOL • EMPLOYER • OTHERCOMM • COURTSYS • UNKNOWN
COURTREFER	10	Char	Court Referral	• NA • CIVIL

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Name	Max Length	Type	Description	Selection
				• COUNT • ADULTDC • FAMILYDC • JUVEDC • ADULTDIV • JUVEDIV • PRISON • YOUTHCORR • PROBATION • DUIDWI • OTHER • UKNOWN
ARREST	2	Num	Arrests Prior to Admission	• 0-98 • 99
SOCCON	10	Char	Self Help Involvement at Admission	• NA • NONE • 1-3PASTMON • 1-2WEEK • 3-6WEEK • DAILY • UNKNOWN
CITY	16	Char	City/Town of Residence	See City/Zip Code Appendix
ZIP	5	Num	Residential Zip Code	See City/Zip Code Appendix
RESARR	10	Char	Residential Arrangement	• PRIVATE • PUBLIC • RESIDENT • ALF • NURSING • OTHERINST • FOSTER • CORRECTION • SOBERHOUSE • SHELTER • HOMELESS • UNKNOWN
FAMSIZE	2	Num	Family Size	
MONTHINC	5	Num	Monthly Household Income	
EMPSTAT	10	Char	Employment Status	• FULLTIME • HALFTIME • PARTTIME • ARMEDFORCE

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Name	Max Length	Type	Description	Selection
				• VOLUNTEER • UNEMPLOYED • STUDENT • HOMEMAKER • INRESIDENT • RETIRED • DISABLED • UNKNOWN
EMPTYPE	10	Char	Employment Type	• NA • COMPETITV • SUPPORTED • TRANSITION • OTHER • UNKNOWN
PRIPMNT	10	Char	Primary Payment Source	• NA • PERSONAL • COMMERCIAL • DBH • MEDICAID • MCMEDICAID • MEDICARE • DRUGCOURT • OTHERSTATE • GRANT • MILITARY • OTHER • UNKNOWN
SECPMNT	10	Char	Secondary Payment Source	• NA • PERSONAL • COMMERCIAL • DBH • MEDICAID • MCMEDICAID • MEDICARE • DRUGCOURT • OTHERSTATE • GRANT • MILITARY • OTHER • UNKNOWN
TERPMNT	10	Char	Tertiary Payment Source	• NA • PERSONAL • COMMERCIAL

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Name	Max Length	Type	Description	Selection
				• DBH • MEDICAID • MCMEDICAID • MEDICARE • DRUGCOURT • OTHERSTATE • GRANT • MILITARY • OTHER • UNKNOWN
CONTRACTID	10	Alphanumeric	Funding Contract ID/Grant	
AXISI-1	6	Alphanumeric	Primary Axis I DSM-IV Diagnosis	
AXISI-2	6	Alphanumeric	Secondary Axis I DSM-IV Diagnosis	
AXISI-3	6	Alphanumeric	Tertiary Axis I DSM-IV Diagnosis	
AXISII-1	6	Alphanumeric	Primary Axis II DSM-IV Diagnosis	
AXISII-2	6	Alphanumeric	Secondary Axis II DSM-IV Diagnosis	
GAF	3	Num	Global Assessment of Functioning (GAF) Score (Axis V)	• 0 • 1-100
AXIVSUP	10	Char	Problems with primary support group	• YES • NO • UNKNOWN
AXIVSOC	10	Char	Problems related to social environment	• YES • NO • UNKNOWN
AXIVEDUC	10	Char	Education problems	• YES • NO • UNKNOWN
AXIVOCC	10	Char	Occupational problems	• YES • NO • UNKNOWN
AXIVHOUS	10	Char	Housing problems	• YES • NO • UNKNOWN
AXIVECON	10	Char	Economic problems	• YES • NO • UNKNOWN
AXIVHC	10	Char	Problems with access to health care services	• YES • NO • UNKNOWN
AXIVLEG	10	Char	Problems related to interaction with legal system/crime	• YES • NO

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Name	Max Length	Type	Description	Selection
				• UNKNOWN
AXIVENV	10	Char	Other psychosocial and environmental problems	• YES • NO • UNKNOWN
COMHSA	10	Char	Co-Occurring Mental Health/Substance Abuse Issue	• YES • NO • UNKNOWN
CODD	10	Char	Developmental Disability	• YES • NO • UNKNOWN
COPREG	10	Char	Pregnant	• YES • NO • UNKNOWN
COSMOK	10	Char	Smoking	• YES • NO • UNKNOWN
COHYPT	10	Char	Hypertension	• YES • NO • UNKNOWN
COHEP	10	Char	Hepatitis	• YES • NO • UNKNOWN
COVIR	10	Char	Life Threatening Viral Illness	• YES • NO • UNKNOWN
COHYPC	10	Char	Hypercholesterolemia	• YES • NO • UNKNOWN
COOBES	10	Char	Obesity	• YES • NO • UNKNOWN
CODIAB	10	Char	Diabetes	• YES • NO • UNKNOWN
COASTH	10	Char	Asthma	• YES • NO • UNKNOWN
COCOPD	10	Char	Chronic Obstructive Pulmonary Disease	• YES • NO • UNKNOWN
SUBUSE1	10	Char	Primary Substance of Abuse	• NA

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Name	Max Length	Type	Description	Selection
				• ALCOHOL • COCAINE • MARIJUANA • HEROIN • METHADONE • OXYCONTIN • OTHEROPIAT • PCP • OTHERHALL • METHAMP • OTHERAMP • OTHERSTIM • BENZODIAZ • OTHERTRAN • BARBITUR • OTHERSED • INHALANT • OVERCOUNT • STEROID • GHB • ECSTASY • OTHER • UNKNOWN
SUBUSE2	10	Char	Secondary Substance of Abuse	• NA • ALCOHOL • COCAINE • MARIJUANA • HEROIN • METHADONE • OXYCONTIN • OTHEROPIAT • PCP • OTHERHALL • METHAMP • OTHERAMP • OTHERSTIM • BENZODIAZ • OTHERTRAN • BARBITUR • OTHERSED • INHALANT • OVERCOUNT • STEROID • GHB

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Name	Max Length	Type	Description	Selection
				• ECSTASY • OTHER • UNKNOWN
SUBUSE3	10	Char	Tertiary Substance of Abuse	• NA • ALCOHOL • COCAINE • MARIJUANA • HEROIN • METHADONE • OXYCONTIN • OTHEROPIAT • PCP • OTHERHALL • METHAMP • OTHERAMP • OTHERSTIM • BENZODIAZ • OTHERTRAN • BARBITUR • OTHERSED • INHALANT • OVERCOUNT • STEROID • GHB • ECSTASY • OTHER • UNKNOWN
ROUTE1	10	Char	Route of Administration - Primary Substance	• NA • ORAL • SMOKING • INHALATION • INJECTION • OTHER • UNKNOWN
ROUTE2	10	Char	Route of Administration - Secondary Substance	• NA • ORAL • SMOKING • INHALATION • INJECTION • OTHER • UNKNOWN
ROUTE3	10	Char	Route of Administration - Tertiary Substance	• NA • ORAL

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Name	Max Length	Type	Description	Selection
				• SMOKING • INHALATION • INJECTION • OTHER • UNKNOWN
FREQUSE1	10	Char	Frequency of Use – Primary Substance	• NA • NONE • PASTMON • 1-2WEEK • 3-6WEEK • DAILY • UNKNOWN
FREQUSE2	10	Char	Frequency of Use – Secondary Substance	• NA • NONE • PASTMON • 1-2WEEK • 3-6WEEK • DAILY • UNKNOWN
FREQUSE3	10	Char	Frequency of Use - Tertiary Substance	• NA • NONE • PASTMON • 1-2WEEK • 3-6WEEK • DAILY • UNKNOWN
AGEUSE1	2	Num	Age at First Use - Primary Substance	• NA • 0 • 1-97 • 99
AGEUSE2	2	Num	Age at First Use - Secondary Substance	• NA • 0 • 1-97 • 99
AGEUSE3	2	Num	Age at First Use - Tertiary Substance	• NA • 0 • 1-97 • 99
DISDATE	8	Date (YYYYMMDD)	Discharge/Discontinuation Date	
DISLASTDATE	8	Date (YYYYMMDD)	Last Contact Date	
DISSOCCON	10	Char	Self Help Improvement at Discharge	• NA • NONE

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Name	Max Length	Type	Description	Selection
				• 1-3PASTMON • 1-2WEEK • 3-6WEEK • DAILY • UNKNOWN
DISREASON	10	Char	Reason for Discharge	• TXCOMPLETE • INTRANSFER • EXTRANSFER • ADDITSVR • CLTTERM • ADMINDIS • NONPAY • NONCOMPL • CORRECTION • DEATH • UNKNOWN
DISREFER	10	Char	Referral at Discharge	• NA • MHPROVIDER • SAPROVIDER • HCPROVIDER • SOCSERV • SHELTER • SCHOOL • EMPLOYER • OTHERCOMM • COURTSYS • UNKNOWN
DISARREST	2	Num	Arrests Prior to Discharge	
DISRESARR	10	Char	Residential Arrangement at Discharge	• PRIVATE • PUBLIC • RESIDENT • ALF • NURSING • OTHERINST • FOSTER • CORRECTION • SOBERHOUSE • SHELTER • HOMELESS • UNKNOWN
DISEMPSTAT	10	Char	Employment Status at Discharge	• FULLTIME • HALFTIME • PARTTIME

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Name	Max Length	Type	Description	Selection
				• ARMEDFORCE • VOLUNTEER • UNEMPLOYED • STUDENT • HOMEMAKER • INRESIDENT • RETIRED • DISABLED • UNKNOWN
DISEMPTYPE	10	Char	Employment Type at Discharge	• NA • COMPETITV • SUPPORTED • TRANSITION • OTHER • UNKNOWN
DISGAF	3	Num	Global Assessment of Functioning (GAF) Score (Axis V) at discharge	• 0 • 1-100
DISSUBUSE1	10	Char	Primary Substance of Abuse at Discharge	• NA • ALCOHOL • COCAINE • MARIJUANA • HEROIN • METHADONE • OXYCONTIN • OTHEROPIAT • PCP • OTHERHALL • METHAMP • OTHERAMP • OTHERSTIM • BENZODIAZ • OTHERTRAN • BARBITUR • OTHERSED • INHALANT • OVERCOUNT • STEROID • GHB • ECSTASY • UNKNOWN
DISSUBUSE2	10	Char	Secondary Substance of Abuse at Discharge	• NA • ALCOHOL • COCAINE

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Name	Max Length	Type	Description	Selection
				• MARIJUANA • HEROIN • METHADONE • OXYCONTIN • OTHEROPIAT • PCP • OTHERHALL • METHAMP • OTHERAMP • OTHERSTIM • BENZODIAZ • OTHERTRAN • BARBITUR • OTHERSED • INHALANT • OVERCOUNT • STEROID • GHB • ECSTASY • UNKNOWN
DISSUBUSE3	10	Char	Tertiary Substance of Abuse at Discharge	• NA • ALCOHOL • COCAINE • MARIJUANA • HEROIN • METHADONE • OXYCONTIN • OTHEROPIAT • PCP • OTHERHALL • METHAMP • OTHERAMP • OTHERSTIM • BENZODIAZ • OTHERTRAN • BARBITUR • OTHERSED • INHALANT • OVERCOUNT • STEROID • GHB • ECSTASY • UNKNOWN

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Name	Max Length	Type	Description	Selection
DISFREQUSE1	10	Char	Frequency of Use of Primary Substance at Discharge	• NA • NONE • PASTMON • 1-2WEEK • 3-6WEEK • DAILY • UNKNOWN
DISFREQUSE2	10	Char	Frequency of Use of Secondary Substance at Discharge	• NA • NONE • PASTMON • 1-2WEEK • 3-6WEEK • DAILY
DISFREQUSE3	10	Char	Frequency of Use of Tertiary Substance at Discharge	• NA • NONE • PASTMON • 1-2WEEK • 3-6WEEK • DAILY

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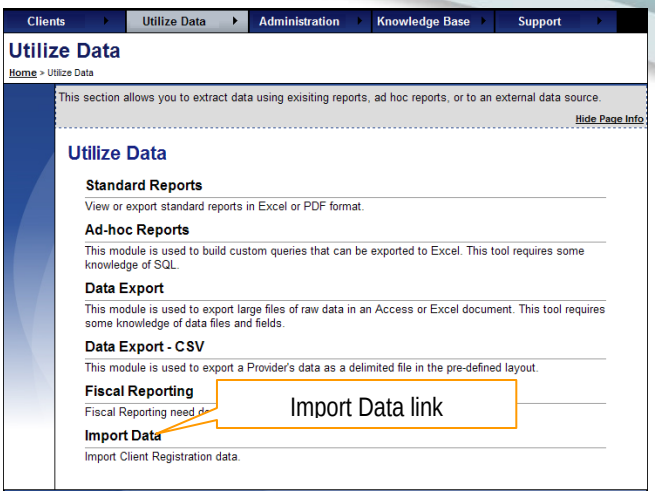
Import Data

The Import Data section allows you to import client registration data into Rhode Island BHOLD.

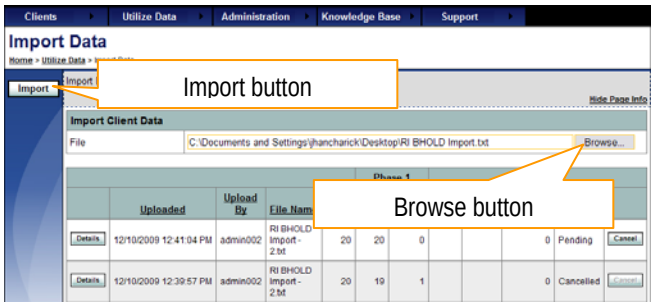
1. Click **Utilize Data** from the main menu.
2. Click **Import Data** from the Utilize Data submenu.


Clients
Utilize Data
Administration
Knowledge Base
Support
Utilize Data
Home > Utilize Data
This section allows you to extract data using exisiting reports, ad hoc reports, or to an external data source.
Hide Page Info
Utilize Data
Standard Reports
View or export standard reports in Excel or PDF format.
Ad-hoc Reports
This module is used to build custom queries that can be exported to Excel. This tool requires some knowledge of SQL.
Data Export
This module is used to export large files of raw data in an Access or Excel document. This tool requires some knowledge of data files and fields.
Data Export - CSV
This module is used to export a Provider's data as a delimited file in the pre-defined layout.
Fiscal Reporting
Import Data
Import Client Registration data.
Import Data link

Screenshot displaying the Utilize Data Landing Page

1. To import a file that has already been saved on your computer, perform the following steps:
   a. Click the Browse... (**Browse**) button.
   b. Select the document you wish to import. Click **Open**.
   c. The file path will now appear in the file field.

   *Note: For details regarding the necessary format of the file you will import, see the Import Manual located in the Library module.
2. Click Import (**Import**) to upload the file.
3. The uploaded document will appear in the grid below the file box.
   *Note: Uploading the same file twice will not replace the previously loaded file.



Sample screenshot displaying the Import Data Page

Tips

- Clicking on the column name (e.g., File Name) will allow you to sort your records in ascending or descending order.

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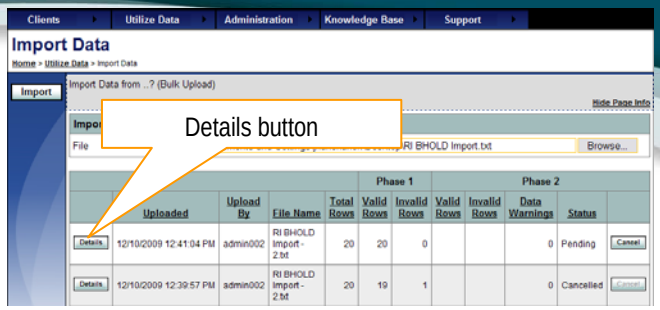
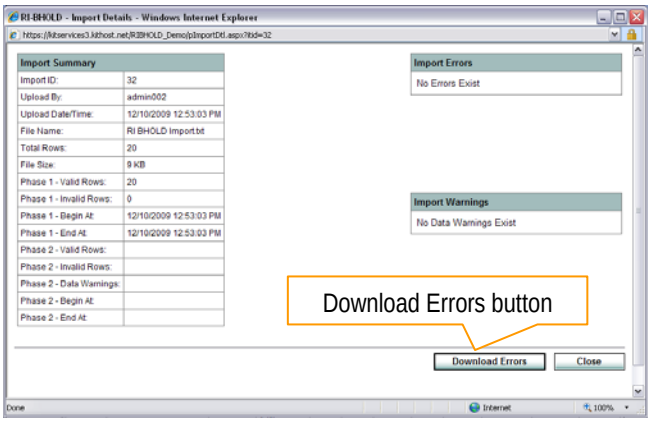
Viewing Imported File Details

1. Click the Details (Details) button to the left of the file you wish to view.
2. A new window appears displaying the Import Details.
3. Click the Download Errors (Download Errors) button to view any errors or warnings.
4. A window will appear asking you to Open or Save a text file. Click the Open (Open) button to open the file immediately. Click the Save (Save) button if you would like to save it to your computer and open it later. To go back to the previous screen, click the Cancel (Cancel) button.
    a. The file will open as a .txt document displaying any errors.
    b. To save or print the document, click File, then choose Save As or Print from the menu.
    c. To close the document, click the ☒ (X) in the upper right corner.

To close the Imported File Details window, click the ☒ (X) in the upper right corner, or click the Close (Close) button at the bottom of the screen.



Sample screenshot displaying the Import Data Page



Sample screenshot displaying the Import Details Page

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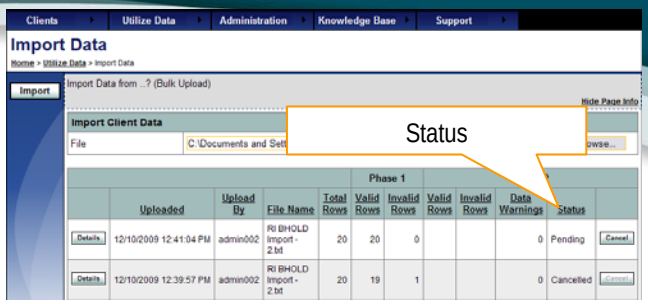
Changing Imported Data File Status

1. The status of an imported file is listed under the **Status** column of the Import Data page.
   *Note: If you have just uploaded a file, it is listed as *Pending*.
   a. *Pending*: File has completed Phase 1 of the scrubbing process.
   b. *Done*: File has completed Phase 2 of the scrubbing process.
   c. *Processing*: File failed Phase 2 of the scrubbing process. Please resubmit file with corrections.
   d. *Cancelled*: File will not go through Phase 2 of the scrubbing process.
   e. *None*: File failed Phase 1 of the scrubbing process. Please resubmit the file with corrections.
2. To cancel an upload, click the Cancel (**Cancel**) button to the right of the file's status.
3. A confirmation message will open verifying that you want to cancel the upload. Click OK (**OK**) to cancel the upload or Cancel (**Cancel**) to return to the Import Data page without cancelling.



Sample screenshot displaying the Import Data Page

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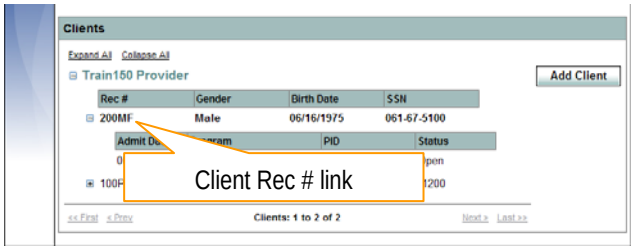
Editing/Deleting Instructions

Once a file has been imported and has a status of *Done*, the information will be available on the Data Entry Edit Forms. You can make modifications to the records by using the Edit Forms.

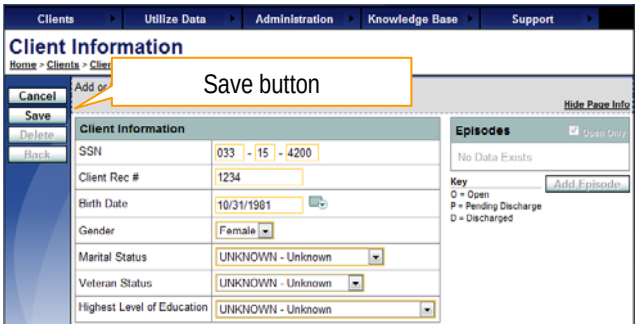
Editing a Client

1. Click **Clients** from the main menu.
2. Click **Client Search** from the Clients submenu.
3. Browse the Clients List or use the Filter Clients feature (see the Filter Clients section for additional details) to locate the client that needs edited.
4. Select the appropriate client by clicking on the **Client Rec #** link.
5. Click the Edit (**Edit**) button from the left toolbar.



Sample screenshot displaying the Clients Listing Page

6. The details will appear in edit mode.
7. Make any changes needed to the details.
8. Click the Save (**Save**) button from the left toolbar.
   *Note: To exit the screen without saving any of the details, click the Cancel (**Cancel**) button.



Sample screenshot displaying the Client Information Edit Form

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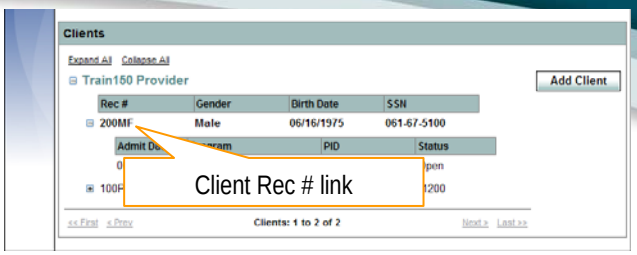
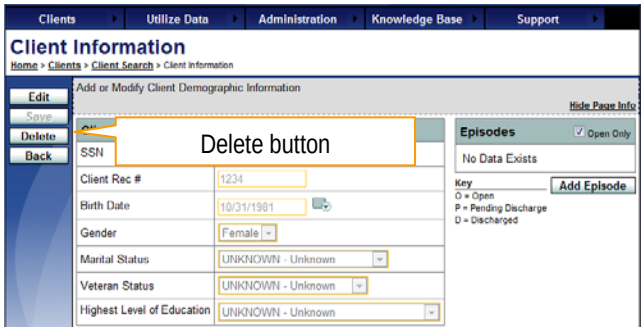
Deleting a Client

1. Click **Clients** from the main menu.
2. Click **Client Search** from the Clients submenu.
3. Browse the Clients List or use the Filter Clients feature (see the Filter Clients section for additional details) to locate the client that needs deleted.
4. Select the appropriate client by clicking on the **Client Rec #** link.



Sample screenshot displaying the Clients Listing Page

5. Click the Delete (**Delete**) button from the left toolbar.
6. You will receive a message asking if you are sure. Click the OK (**OK**) button to continue deleting the client.
   *Note: To cancel the deletion, click the Cancel (**Cancel**) button.
7. You will be returned to the Listing page and the record has been permanently removed.



Partial sample screenshot displaying the Client Information Edit Form

Tips

- A client cannot be deleted if 1) the client has any Program Admission Episodes associated with it or 2) the client's SSN exists in multiple Providers.

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Filter Clients

The Filter Clients feature allows a user to locate the Clients that have been registered using the Client Information Form.

There are twelve (12) ways to use the Filter Clients feature:

1. Search by Client Rec #
2. Search by SSN
3. Search by Birth Date
4. Search by Gender
5. Search by PID
6. Search by Program Type
7. Search by Primary Payment Source
8. Search by Grant/Contract
9. Search by City
10. Search by Primary Substance
11. Search by Discharge Status
12. Search by Discharge Reason

You may search using any of the 12 filters or you may enter in all 12 of the filters if the information is known.

- Click the Apply (Apply) button once you have filled in one (1) or all of the twelve (12) filters.
- Click the Clear (Clear) button to reset the Filter Clients form.

Sample screenshot displaying the Filter Clients fields

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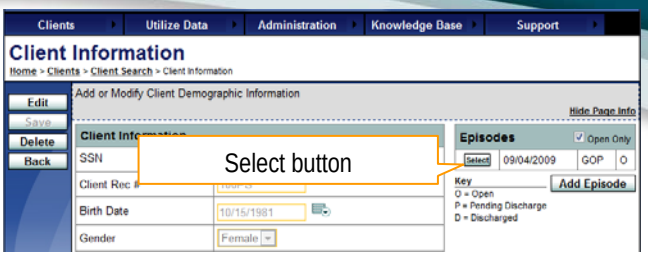
Editing a Program Episode Admission

The Program Episode Admission module can be accessed in two (2) ways:

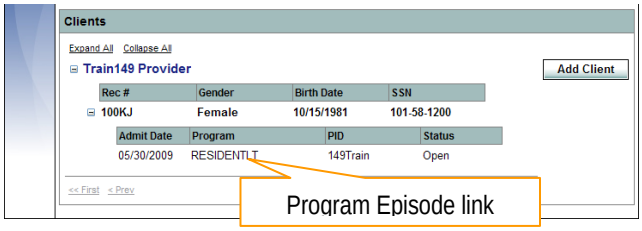
1. Click **Clients** from the Main Menu.
2. Click **Client Search** from the Clients submenu.
3. Select the appropriate client by clicking on the **Client Rec # link**.
4. From the Client Information Edit Form, click the Select (**Select**) button next to the program episode admission that needs edited.
5. Click the Edit (**Edit**) button from the left toolbar.



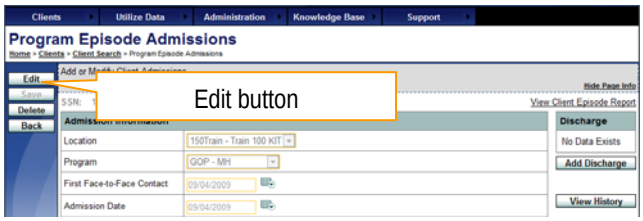
Sample screenshot displaying the Client Information Edit Form

or

1. Click **Clients** from the Main Menu.
2. Click **Client Search** from the Clients submenu.
3. Click the ⊞ (**plus sign**) next to the appropriate **Client Rec #**.
4. The ⊞ (**plus sign**) becomes a ⊟ (**minus sign**) and a list of Program Episodes will display. Click the appropriate **Program Episode Admission** link.
5. Click the Edit (**Edit**) button from the left toolbar.



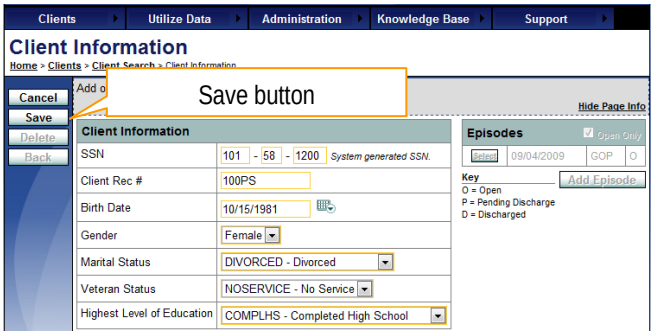
Sample screenshot displaying the Clients Listing Page



Sample screenshot displaying the Program Episode Admissions Edit Form

*Note: If you have just clicked the Save (Save) button from the Client Information Edit Form, skip steps 1-3.

6. The details will appear in edit mode.
7. Make any changes needed to the details.
8. Click the Save (**Save**) button from the left toolbar.
   *Note: To exit the screen without saving any of the details, click the Cancel (Cancel) button.

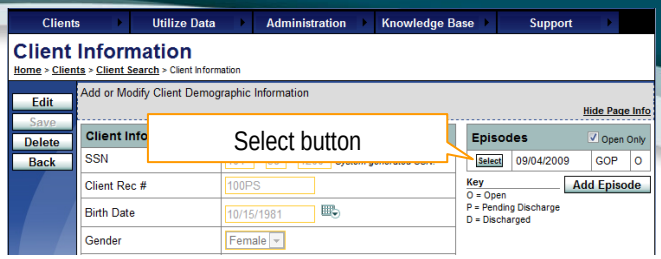


Sample screenshot displaying the Client Information Edit Form

Deleting a Program Episode Admission

The Program Episode Admission module can be accessed in two (2) ways:

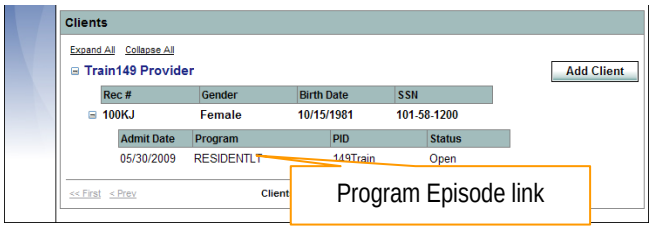
1. Click **Clients** from the Main Menu.
2. Click **Client Search** from the Clients submenu.
3. Select the appropriate client by clicking on the **Client Rec # link**.
4. From the Client Information Edit Form, click the Select (**Select**) button next to the program episode admission that needs deleted.



Sample screenshot displaying the Client Information Edit Form

or

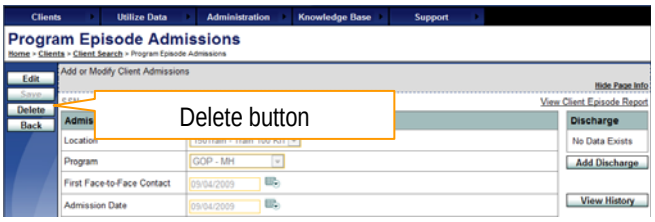
1. Click **Clients** from the Main Menu.
2. Click **Client Search** from the Clients submenu.
3. Click the ⊞ (**plus sign**) next to the appropriate **Client Rec #**.
4. The ⊞ (**plus sign**) becomes a ⊟ (**minus sign**) and a list of Program Episodes will display. Click the appropriate **Program Episode Admission** link.



Sample screenshot displaying the Clients Listing Page

*Note: If you have just clicked the Save (Save) button from the Program Episode Admission Edit Form, skip these steps.

5. Click the Delete (**Delete**) button from the left toolbar.
6. You will receive a message asking if you are sure. Click the OK (**OK**) button to continue deleting the program episode admission.
   *Note: To cancel the deletion, click the Cancel (**Cancel**) button.
7. You will be returned to the Listing page and the record has been permanently removed.



Sample screenshot displaying the Program Episode Admissions Edit Form

Editing a Client Discharge

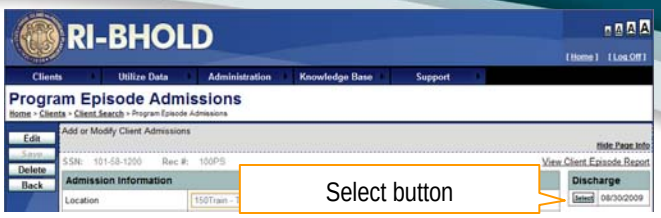
The Client Discharge module can be accessed in two (2) ways:

1. Click **Clients** from the Main Menu.
2. Click **Client Search** from the Clients submenu.
3. Select the appropriate client by clicking on the **Client Rec # link**.
4. From the Client Information Edit Form, click the Select (**Select**) button next to the program episode admission that is associated with the discharge episode that needs edited.
   *Note: A Program Admission Episode that has a discharge associated with it will have a D located to the right of it in the Episodes grid.
5. From the Program Episode Admissions Form, click the Select (**Select**) button next to the discharge episode that needs edited.
6. Click the Edit (**Edit**) button from the left toolbar.

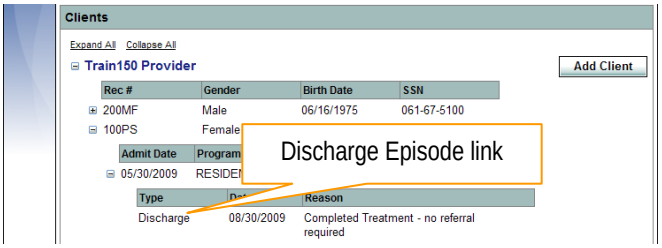
   or

1. Click **Clients** from the Main Menu.
2. Click **Client Search** from the Clients submenu.
3. Click the ⊞ (**plus sign**) next to the appropriate **Client Rec #**.
4. The ⊞ (**plus sign**) becomes a ⊟ (**minus sign**) and a list of Program Episodes will display. Click the ⊞ (**plus sign**) next to the appropriate **Program Episode Admission** link.
5. The ⊞ (**plus sign**) becomes a ⊟ (**minus sign**) and a list of Discharge Episodes will display. Click the appropriate **Discharge Episode** link.
6. Click the Edit (**Edit**) button from the left toolbar.

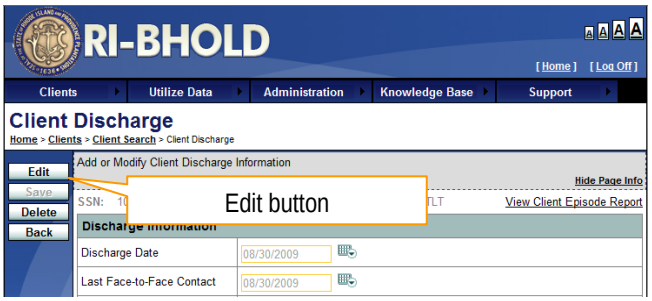
*Note: If you have just clicked the Save (**Save**) button from the Client Discharge Edit Form, skip steps 1-4.



Sample screenshot displaying the Program Episode Admission Edit Form



Sample screenshot displaying the Clients Listing Page



Sample screenshot displaying the Client Discharge Edit Form

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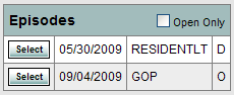
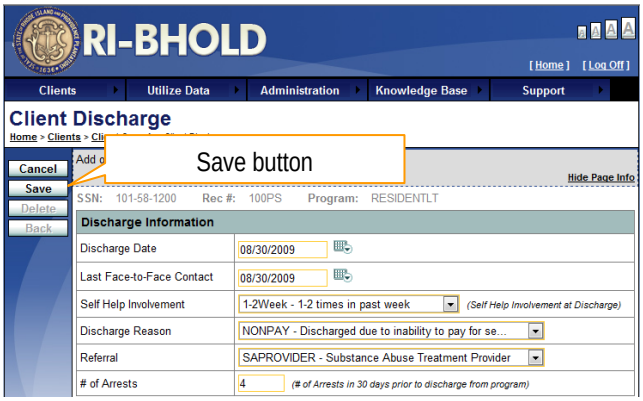
Tips

- If your Program Episode Admission is not showing up in the Episodes grid, uncheck the checkbox entitled “Open Only”. When the checkbox is checked the only records being displayed are Open episodes.



7. The details will appear in edit mode.
8. Make any changes needed to the details.
9. Click the Save (Save) button from the left toolbar.
   *Note: To exit the screen without saving any of the details, click the Cancel (Cancel) button.


RI-BHOLD
[Home] [Log Off]
Clients
Utilize Data
Administration
Knowledge Base
Support
Client Discharge
Home > Clients
Cancel
Save
Delete
Back
Save button
Hide Page Info
SSN: 101-58-1200 Rec #: 100PS Program: RESIDENTLT
Discharge Information
Discharge Date 08/30/2009
Last Face-to-Face Contact 08/30/2009
Self Help Involvement 1-2Week - 1-2 times in past week (Self Help Involvement at Discharge)
Discharge Reason NONPAY - Discharged due to inability to pay for se...
Referral SAPROVIDER - Substance Abuse Treatment Provider
# of Arrests 4 (# of Arrests in 30 days prior to discharge from program)

Sample screenshot displaying the Client Discharge Edit Form

Deleting a Client Discharge

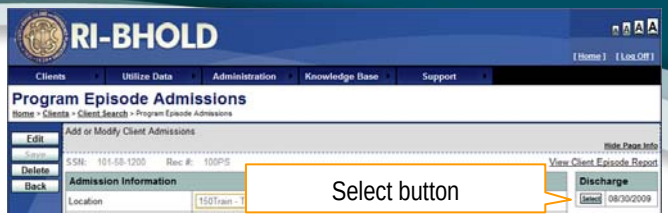
The Client Discharge module can be accessed in two (2) ways:

1. Click **Clients** from the Main Menu.
2. Click **Client Search** from the Clients submenu.
3. Select the appropriate client by clicking on the **Client Rec #** link.
4. From the Client Information Edit Form, click the Select (**Select**) button next to the program episode admission that is associated with the discharge episode that needs deleted.
   *Note: A Program Admission Episode that has a discharge associated with it will have a D located to the right of it in the Episodes grid.
5. From the Program Episode Admissions Form, click the Select (**Select**) button next to the discharge episode that needs deleted.

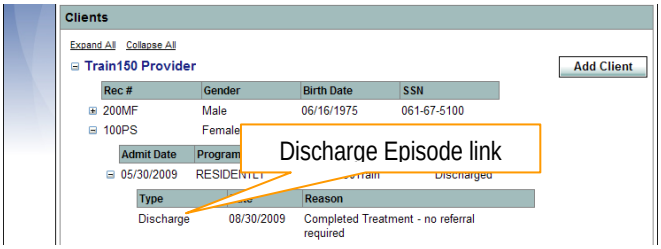
   or

1. Click **Clients** from the Main Menu.
2. Click **Client Search** from the Clients submenu.
3. Click the ⊞ (**plus sign**) next to the appropriate **Client Rec #**.
4. The ⊞ (**plus sign**) becomes a ⊟ (**minus sign**) and a list of Program Episodes will display. Click the ⊞ (**plus sign**) next to the appropriate **Program Episode Admission** link.
5. The ⊞ (**plus sign**) becomes a ⊟ (**minus sign**) and a list of Discharge Episodes will display. Click the appropriate **Discharge Episode** link.

*Note: If you have just clicked the Save (**Save**) button from the Client Discharge Edit Form, skip these steps.



Sample screenshot displaying the Program Episode Admission Edit Form



Sample screenshot displaying the Clients Listing Page

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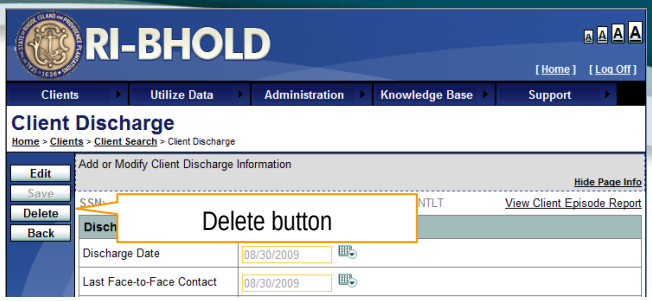
6. Click the Delete (Delete) button from the left toolbar.
7. You will receive a message asking if you are sure. Click the OK (OK) button to continue deleting the discharge episode.
   *Note: To cancel the deletion, click the Cancel (Cancel) button.
8. You will be returned to the Listing page and the record has been permanently removed.



Sample screenshot displaying the Client Discharge Edit Form

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REFERENCE B: CITY/TOWN AND RESIDENTIAL ZIP CODE APPENDIX

City/Town	Zip Code	City/Town	Zip Code	City/Town	Zip Code
Barrington	02806	Hopkinton	02804 02808 02832 02833 02873	Providence	02901 02902 02903 02904 02905 02906 02907 02908 02909 02910 02911 02912 02913 02918 02919 02940
Block Island	02807	Glocester	02814 02829 02857 02859	Richmond	02812 02832 02836 02875 02892 02894 02898
Bristol	02809	Jamestown	02835	Scituate	02815 02825 02831 02857
Burrillville	02826 02830 02839 02858	Johnston	02919	Smithfield	02828 02917
Central Falls	02863	Lincoln	02802 02838 02865	South Kingstown	02879 02880 02881 02883 02892

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City/Town	Zip Code	City/Town	Zip Code	City/Town	Zip Code
Charlestown	02813 02836	Little Compton	02801 02837	Tiverton	02878
Coventry	02816 02827	Middletown	02840 02842	Unknown	00000
Cranston	02823 02905 02907 02910 02920 02921	Newport	02840 02841	Warren	02885
Cumberland	02864	North Kingstown	02852 02854 02874 02877	Warwick	02818 02886 02887 02888 02889
East Greenwich	02818	North Providence	02904 02908 02911	West Greenwich	02817
East Providence	02914 02915 02916	North Smithfield	02824 02876 02896	West Warwick	02893
Exeter	02822	Out of State	00000	Westerly	02808 02891
Foster	02825	Pawtucket	02860 02861 02862	Woonsocket	02895
		Portsmouth	02871 02872	Woonsocket	02895

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